

ROUTING AND RECORD SHEET

Approved For Release 2004/06/14 : CIA-RDP81M00980R00010008001923

SUBJECT: (Optional)

FY 1979 EEO Plan - DCI Area

FROM:

EXTENSION

NO.

OLC #78

2659

Administrative Officer, DCI

DATE 3 July 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. []
Acting Legislative Counsel

Your copy

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28 June 1978

MEMORANDUM FOR: Director, Equal Employment Opportunity
FROM : James H. Taylor, Chairman
Executive Career Service Board
SUBJECT : FY 1979 Equal Employment Opportunity
Plan - DCI Area

Attached is the DCI Area FY 1979 Equal Employment Plan.
This Plan does not include the Intelligence Community Staff
and, unless otherwise indicated, does not include the Office
of Equal Employment Opportunity.

[Redacted Signature Box]

James H. Taylor

Attachment:
As Stated

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Next 2 Page(s) In Document Exempt

Approved For Release 2004/06/14 : CIA-RDP81M00980R000100080019-3

VII. Community Outreach

The DCI Area had no specific goals in this area.

VIII. Program Evaluation

The DCI Area had no specific goals in this area.

PART C

ASSESSMENT REPORT

I. Organization and Resources

The DCI Area had no specific goals in this area.

PART C

ASSESSMENT REPORT

II. Discrimination Complaints

During FY 1978 the DCI Area identified both an EEO Counselor and an EEO Officer in each of the DCI Area offices and took steps to ensure that each of the counselors received the required training. This will be a continuing program calling for changes as necessary to update each office as Officers or Counselors are transferred thus creating the necessity to select and train replacements. After reaching this point, it became apparent that the next step necessary was to advise the employees of the DCI Area as to the identity, role and location of each of the Officers and Counselors and establish a program to continue to keep the employees advised. This goal is included with the FY 1979 goals for the DCI Area.

PART C

ASSESSMENT REPORT

III. Recruitment

The DCI Area has goals of achieving a minimum minority professional staffing level of 10% of authorized professional strength and a minimum female professional staffing level of 10% of authorized professional strength in each office of the DCI Area. The target date for achieving these goals is 30 June 1979. Some of the DCI Area offices have achieved some of these goals and some are still not up to the 10% level. Recruitment efforts on the part of the offices have been hampered somewhat by the lack of available qualified candidates. In addition, some of the DCI Area offices are staffed largely by employees who are on rotational assignments from other directorates, thus not leaving much opportunity for actual recruitment. In spite of these problems, the DCI Area offices are stepping up their efforts in hopes that all will reach the minimum minority and female staffing levels prior to 30 June 1979.

PART C

ASSESSMENT REPORT

IV. Full Utilization of Skills and Training

While there have been several requests from DCI Area employees who wish to review their personnel folders, the interest has died down somewhat since the first rush a few years ago when the regulations were first changed to allow employees this privilege. The DCI Area Personnel Officer usually has several requests a month from employees who wish to review their personnel folders and these usually result in a full counseling session in which the employees review their file with the DCI Area Personnel Officer and have the opportunity to receive answers to any questions which they might have concerning the file content.

PART C

ASSESSMENT REPORT

V. Upward Mobility

The DCI Area had a target date of 1 April 1978 to complete a study of the possibilities of establishing a structured upward mobility program in some of the DCI Area offices. The first office in which this study was undertaken was the Office of General Counsel. This office had several sessions with a representative of the O/EEO concerning establishing an upward mobility paralegal position. At this point the study is still not complete. The O/EEO representative is in the process of gathering information from other government agencies regarding comparable programs for paralegals. Once the study in the Office of General Counsel is complete, we will proceed on to another office taking one office at a time until the entire area has come under study. In some of the offices it will be apparent at the onset that an upward mobility program would not be feasible and in that case, we would move rapidly on to the next office. We now realize that our initial target date of 1 April 1978 was not realistic. In view of this, we are continuing this goal in our FY 1979 EEO Plan and are utilizing a more realistic target date.

PART C

ASSESSMENT REPORT

VI. Supervisory and Management Commitment

The DCI Area had no specific goals in this area.

PART C

ASSESSMENT REPORT

VII. Community Outreach

The DCI Area had no specific goals in this area.

PART C

ASSESSMENT REPORT

VIII. Program Evaluation

The DCI Area had no specific goals in this area.

Problem: In Spite of Past Efforts to Recruit Minority Professionals We
Must Continue to Look For New Sources and Approaches to Recruiting
Minorities

| Objective | Actions | Responsible Officer | Target Date |
|--|---|------------------------------------|----------------|
| Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area. | DCI: Internal transfer and external recruitment as necessary. | Each Independent Office Head | 30 June 1979 |

Problem: In Spite of Past Efforts to Recruit Minority Professionals We
Must Continue to Look for New Sources and Approaches to Recruiting
Minorities Particularly Female Professionals

| Objective | Actions | Responsible Officer | Target Date |
|--|---|------------------------------|----------------|
| Achieve a minimum female professional employment staffing level of 10% of authorized professional strength in each office of the DCI area. | DCI: Internal transfer and external recruitment as necessary. | Each Independent Office Head | 30 June 1979 |

Problem: Develop a Formal Upward Mobility Program

| Objective | Actions | Responsible Officer | Target Date |
|--|--|---|------------------|
| Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area. | DCI: 1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area. 2. Establish the requirements for selection for assignment to these positions. | Each Independent Office Head and AO/DCI | 31 December 1979 |

Problem: Many DCI Area Professionals Are Not Aware of Who Are or Where to Contact EEO Counselors

| Objective | Actions | Responsible Officer | Target Date |
|---|--|----------------------|-----------------|
| Ensure that all DCI Area Employees are aware of the role, identity and location of all DCI Area EEO Counselors. | DCI: Publish a DCI Area Employee Notice listing all DCI Area EEO Counselors and their locations*, and to reissue a notice periodically, especially when a change occurs. *explaining their role | DCI Area EEO Officer | 1 December 1978 |